



1600 Hampton Road, Rocky River, OH 44116

### **Volunteer/Intern/Practicum Student Code of Conduct at Rocky River Public Library**

Volunteers/Interns/Practicum Students are expected to:

- Conscientiously perform all assigned tasks to the best of their abilities. If assigned tasks are unclear, they must request clarification or assistance from their support staff contact.
- Maintain the confidentiality of library records and patron information that is guaranteed under Ohio Law. No individual will discuss any patron by name or their selections outside of the library.
- Accept the guidance and decisions of the staff.
- Recognize the function of the paid staff, maintain smooth working relationships with staff members, and stay within the bounds of volunteer responsibilities.
- Arrive promptly. Individuals who will be late or unable to work at an agreed upon time should contact their staff support contact as early as possible.
- Record volunteer hours on a volunteer time sheet.
- Always wear your volunteer/intern/student badge while in a public area.
- Dress in clothing that is clean, neat, in good repair, appropriate for the assigned duties and in keeping with the library's public nature. Business casual is preferred. (No sandals, short shorts/skirts, sweats, pajamas.)
- Treat patrons and staff with courtesy and refer patrons with questions to a public service desk.
- Notify your staff support contact immediately if they are injured while at Rocky River Public Library whether or not medical attention is required.

---

Print Name

---

Date

---

Signature